

CLASS TITLE:

LIBRARIAN
(ADULT CORRECTIONAL INSTITUTE)

Class Code: 02816300

Pay Grade: 620A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to be responsible for maintaining adequate law libraries in order to provide meaningful inmate access to legal materials; or, to provide a comprehensive program of recreational/readers' advisory library services in the various inmate securities; to train and supervise inmates in the methods and procedures of legal research and/or basic library services so that they can assist other inmates; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement and initiative in performing the technical phases of work; work is reviewed occasionally upon completion for adequacy of performance and adequacy of service provided.

SUPERVISION EXERCISED: Trains and supervises helpers and inmates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to be responsible for a maintaining adequate law libraries or recreational/readers' advisory library services in order to provide meaningful inmate access to legal materials, involving such duties as:

Assisting inmates in identifying available books, pamphlets, journals or periodicals and in the use of the library indexes, reference files, catalogues and lists;

Training and supervising inmates and/or helpers in the methods and procedures of legal research so that they can assist other inmates;

Meeting with inmates for the purpose of satisfying inmate requests for legal and/or recreational materials;

Facilitating requests for legal materials from inmates transferred to the Adult Correctional Institutions from other jurisdictions, including procurement of legal materials specific to the "sending jurisdiction";

Providing inmates with library research and database searching utilizing publications such as WESTLAW and abstracting services including the Internet and the World Wide Web (WWW).

Developing and administering a system of library rules, regulations and procedures;

Receiving, recording, coding, cataloguing and stamping all books, pamphlets, journals, periodicals and miscellaneous printed matter received by the library and to maintain such publications in proper order on library shelves;

Procuring material through the inter-library loan network to expand the variety of services available to inmates;

Reading the clipping newspaper articles for departmental or institutional use;

Charging in and out of all library publications including all necessary notations of library records;

Ordering, reading and reviewing books, journals, pamphlets and periodicals for possible purchases;

Answering inquiries by mail, telephone or in person and, as required, to mail publications to interested agencies or persons;

Filing cards, correspondence and related matter and generally performing all clerical functions relative to library operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the basic principles, practices and techniques as applied in cataloguing, classifying, accessioning, indexing, filing and reference activities in a legislative, law or recreational library; a working knowledge of relevant computer applications and utilization of the Internet and the World Wide Web (WWW); the ability to train and supervise inmate help engaged in legal research or recreational library services, as well as use and explain all library facilities; the ability to develop and administer a system of commonly accepted library rules, regulations and procedures; the ability to make research studies and compile comprehensive reports from books and other publications; the ability to perform necessary clerical functions related to a library service including filing, handling correspondence, answering inquiries, performing simple typing operations and maintaining simple office records; the ability to establish and maintain an effective working relationship with superiors and library patrons; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in Library Science; and

Experience: Such as may have been gained through: employment in a responsible technical position in a law, governmental, educational or circulating library which involved performance of cataloguing, classifying, accessioning, indexing, filing, and reference duties.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: 3/15/03